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INTEROFFICE CORRESPONDENCE
Richmond, Virginia

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To: Research and Development
From: Charity M. Harris *CMH*
Subject: Central File Semiannual Audits

Date: January 23, 1996

We have begun conducting the first of two 1996 Central File audits. Because Central File is being held accountable for both the collection and circulation of R&D's documents, a process has been established to help ensure compliance. We ask that you pay close attention to the dates given in each notice when received. The process consists of the following steps:

1. First notice with a list of documents is circulated to the individual with 30-60 days to reply to the notice. The normal period of time to answer will be set at 30 days. These will occur in January and July of each year. A reply can be one of several things: checks on the list indicating that the documents are still held by the individual, written comments about any missing documents, or inclusion with the list of any documents no longer needed.
2. Second notice with a list of documents is circulated to the individual. A reply is expected within 30 days.
3. Third notice goes to the individual's manager or director and to the individual. A reply is expected within 30 days.
4. If there is NO REPLY AFTER 30 DAYS, ALL BORROWING PRIVILEGES FROM CENTRAL FILE ARE CURTAILED UNTIL THERE IS A REPLY.

The audits are created from circulation records in the Central File database. Be mindful when asking for documents from Central File that you will be held accountable for them and that they are not to be photocopied or transferred to someone else.

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